

DD/A REGISTRY
81-0054

12 January 81

MEMORANDUM FOR: Executive Dining Room Staff
Logistics Services Division

DD/A REGISTRY

FILE: Pers-3

I would like to express my sincere appreciation for the outstanding service provided me by the staff of the Executive Dining Room for the past four years. In particular, my personal thanks to [] the Dining Room Manager, and [] the Maitre d', for the many considerations they have extended on my behalf.

15/
STANSFIELD TURNER

STATINTL

DC/LSD [] 9 January 1981

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DDA

FYI

22 December 1980

Karen

MEMORANDUM FOR THE RECORD

The following departure events for the DCI and DDCI have been tentatively approved after coordination with the Office of the DCI/DDCI and discussion with the Senior Staff at the 17 December morning meeting:

a. The National Intelligence Distinguished Service Medal will be presented to the Director and Deputy Director at an Executive Session preceding the regularly scheduled NFIB meeting at 10:30 a.m., Thursday, 15 January. The person to make the presentation has not yet been selected.

b. The Agency Distinguished Intelligence Medal will be presented to the Director and Deputy Director by Messrs Dirks and McMahon at the promotion ceremony for SIS officers scheduled for 1300 hours on Friday, 16 January in the CIA auditorium.

c. There will be an employee reception for the Director and Mrs. Turner in the North Cafeteria between 1400 and 1600 hours, on Friday, 16 January. Light refreshments will be served. A notice will be published assigning each Directorate a specific time block and bus transportation will be arranged for the outlying buildings.

d. The Director's senior officers will host a cocktail reception in the North Cafeteria honoring the Director and Mrs. Turner at 1800 hours on Monday, 19 January. Spouses will be invited. John McMahon will MC the ceremony and the DDCI will present a gift and the Agency flag and plaque. Each Deputy Director will make a short presentation of a Directorate gift or memento during this ceremony.

e. There will be a cocktail reception in the North Cafeteria honoring the Deputy Director and Mrs. Carlucci. Date to be selected.



William N. Hart

STATIN

cc: ✓DDA
EXO/DDA
C/LSD
D/PPPM

PROPOSED DCI DEPARTURE EVENTS

- a. Reception in Executive Dining Room hosted by NFIB. 1730 - 1930
Present National Intelligence Distinguished Service Medal to DCI
- b. Auditorium presentation of the Distinguished Intelligence Medal
to the DCI 1100 or 1330
- c. Employees reception in Rendevous Room 1400 - 1700
Punch and cookies Mrs. Turner accompanying DCI
- d. Senior officers dinner in Rendevous Room 1830
About 70 guests. Mrs. Turner will be invited.
Gift plus Agency flag and plaque in presentation box
- e. Request consideration of National Security Medal from White House

PROPOSED DDCI DEPARTURE EVENTS

- a. Private party hosted by EXCOM members.
- b. Cocktail buffet open to all in Rendezvous Room or North Cafeteria.
Mrs. Carlucci will be invited 1730 - 1930
Present Gift and CIA Seal in presentation box.
- c. Auditorium presentation of the Distinguished Intelligence Medal
to the DDCI 1100 or 1330
- d. Reception in Executive Dining Room hosted by NFIB 1730 - 1930
Presentation of the National Intelligence Distinguished Service Medal